

# UNDERSEA WARFARE Magazine • Planning Calendar

We hope this planning calendar proves useful to those of you who submit material to us on a regular basis, as well as others who are interested in contributing for the first time. As you can see below, we plan to hold our initial planning meeting for the next issue soon after we send the current issue to our printer. So, if you are interested in submitting a feature article, we encourage you to contact us before the **Planning Meeting** date.

*Thank you for your continued support!*

Production Phase	Deadline
<b>Spring 2004</b>	
Editorial Planning Meeting	9 December
Feature Deadline	6 February
Final Deadline	13 February
Layout and Design	16-27 February
Wrap-up Week / Final Approval	1-5 March
Proof Check (tentative)	10 March
Press Check (tentative)	12 March
Magazines no later than	19 March
<b>Summer 2004</b>	
Editorial Planning Meeting	10 March
Feature Deadline	7 May
Final Deadline	14 May
Layout and Design	17-28 May
Wrap-up Week / Final Approval	31 May-4 June
Proof Check (tentative)	9 June
Press Check (tentative)	11 June
Magazines no later than	18 June
<b>Fall 2004</b>	
Editorial Planning Meeting	9 June
Feature Deadline	6 August
Final Deadline	13 August
Layout and Design	16-27 August
Wrap-up Week / Final Approval	1-5 September
Proof Check (tentative)	8 September
Press Check (tentative)	10 September
Magazines no later than	17 September
<b>Winter 2005</b>	
Editorial Planning Meeting	8 September
Feature Deadline	5 November
Final Deadline	12 November
Layout and Design	15-26 Nov
Wrap-up Week / Final Approval	29 Nov-3 Dec
Proof Check (tentative)	8 December
Press Check (tentative)	10 December
Magazines no later than	17 December

## CONTACT INFORMATION

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## 2004

<b>January</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>March</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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**Feature Deadline.** We ask for feature submissions a week before our final deadline to allow for time spent tracking down photos, cutlines, and other layout elements. We can be flexible with this deadline, but ask that you contact us if you plan to submit your article after the specified date.

**Final Deadline.** We can't stress enough how important it is to send all Downlink qualifiers, Letters to the Editor, and other submissions – especially any late feature articles – prior to this date. Once this deadline has passed, we will re-evaluate what material we have for the magazine – as well as our space constraints – and if we haven't heard from you, we may be forced to hold your article to the next issue or pull it completely.

**Wrap-up Week / Final Approval.** This week, as it sounds, is planned for routing the final version of the magazine through Director, Submarine Warfare (N77) and for making whatever final revisions are necessary.

Send your submissions to [underseawarfare@navy.mil](mailto:underseawarfare@navy.mil) !